GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PR&RD Department- Establishment of Village Secretariat System in the State –General Job Chart of Village Functionaries – Job Chart of Panchayat Secretary Grade- VI (Digital Assistant) -Orders-Issued.

PANCHAYAT RAJ & RURAL DEVELOPMENT (MDL-I) DEPARTMENT

G.O.MS.No. 150 **Dated: 30-09-2019**
Read the following:-

From the Commissioner, PR&RD, AP, Guntur District,
Letter.No.751/CPR&RD/S/2019, Dt.20.09.2019.

ORDER:-

Government intends to establish village secretariat system as a part of "NAVARATHNALU" and the commitment made by Government to citizens of the State to improve the living standards of people in the rural areas of the state. As per Article-243 of Constitution of India and Sec 4 of APPR Act 1994, the Gram Panchayat envisages the village level government. In this direction Government desires to provide 10-12 functional assistants of line departments to the office of Gram Panchayat and designate it as "Village Secretariat".

2. In the letter read above, the Commissioner, PR & RD, AP, Guntur has requested to issue necessary orders for communication of the same to all the field functionaries for effective functioning of village secretariats in the state.

3. Government after careful examination in partial modification of the proposal of the Commissioner, PR & RD, AP, Guntur, hereby decided and approved the job chart of Panchayat Secretary Gr-VI (Digital Assistant) as detailed below:

I. General Job Chart for the Village Secretariat Functionaries:

1. The Village Secretariat shall function as…
    a. An effective mechanism to deliver services at door step.
    b. A strong & workable channel for implementation of **NAVARATHNALU.**
    c. A mechanism for Transparency and accountability in delivery of government services to the citizens.
    d. A unit of convergence among departments for providing services at village level.

2. The office of Gram Panchayat will be termed as "Village Secretariat".

(Contd.2)

3. All the Village Secretariat Functionaries are also the employees of the Local Government and are responsible to the Gram Panchayat.

4. All the Village Secretariat Functionaries shall attend the office daily, duly following the specified office timings and they shall plan their day to day activities in a meticulous way to fulfil the administration needs as well as field work. If necessary, they shall plan the filed visits in such a way (early morning/ late evening) keeping in view the importance of the responsibility/duty/task and also availability of the beneficiaries/ target group at household/ community level.

5. The prime duty of the Village Secretariat Functionaries is to provide various Government / other services at the door steps of Citizens and ensure effective delivery of Navarathnalu in transparent and corruption free manner.

6. The Panchayat Secretary of each Village Secretariat shall function as the Secretary/convener to the Village Secretariat.

7. Functional assistants shall cross check and verify the sector wise needs/ beneficiaries/ problems of the households identified by the Village Volunteers and shall take appropriate remedial steps.

8. The Panchayat Secretary & functional assistants shall aid & assist Gram Panchayat in performing its functions.

9. The Functional Assistants of line departments will function as per the job chart provided by their respective line departments and also report to the Gram Panchayat.

10. All the Village Secretariat Functionaries should maintain a diary of work done every day to be reviewed by various Authorities.

11. The functional assistants of Village Secretariat shall participate in Gram Panchayat meetings and Gram Sabhas to enable convergence of their functioning at Gram Panchayat level.

12. Village secretariats shall assist in preparation of Gram Panchayat Development plans on the subjects delegated to them from time to time, as per the prescribed procedure.

13. The functionaries of the village secretariat shall prepare integrated annual plans using the PRA (Participatory Rural Appraisal) techniques, duly capturing the felt needs & aspirations of the people, as per the prescribed procedure.

(Contd.3)

14. Village Secretariats shall endeavour to provide services pertaining to the subjects delegated to them from time to time, as per well-defined citizen charter.

15. The Village Secretariat shall function according to prescribed business rules and office procedures.

16. All the Village Secretariat Functional Assistants in coordination and with convergence shall, inter alia, ensure the implementation of following enactments in the Local Government area:
    - Protection of Government/ Gram Panchayat Properties
    - Prevention of Food Adulteration Act, 1956
    - Immoral Traffic (Prevention) Act, 1956
    - Weights and Measures Act, 1976.
    - Child Labour (Prohibition & Regulation) Act, 1986
    - WALTA Act 2004
    - Domestic Violence Act, 2005
    - The Prohibition of Child Marriage Act 2006
    - Liquor Policy of Andhra Pradesh
    - AP Panchayat Raj Act 1994

17. All the Village Secretariat Functionaries shall follow up action on the grievances received under 'Spandana' and otherwise at GP level.

18. All the Village Secretariat Functionaries shall reside stay in the jurisdiction of the village secretariat in which they have been posted.

19. The functionaries recruited initially will be on probation for a period of two years at a consolidated stipend of Rs. 15,000/- per month. There after the concerned Departments will take necessary action as per service rules in force for confirming the probation.

20. The performance of the Functional Assistants shall be reviewed periodically by the Mandal/District level officers concerned and they will periodically submit the performance appraisal reports.

21. The Functional Assistants shall converge their functioning with Village Secretariats keeping proper linkages with other departments, to act as a single unit of administration. Organic links must be established among various Departments and institutions.

22. The Functional Assistants shall apply for the Casual leave to the Sarpanch of the Gram Panchayat.

(Contd.4)

23. The Functional Assistants shall be responsible to their regular Supervisory Officers of the concerned line Departments in technical aspects.

24. In the event of transfer / suspension / removal / dismissal / retirement or proceeding on leave other than casual leave, the functional assistants shall hand over all the accounts, registers, records and the like to the person duly appointed by the competent authority or authorized to take charge on his/her behalf.

25. Each Functional assistant shall maintain and be the custodians of the department specific records. They shall submit the records to the Gram Panchayat as well as to the respective departments for verification/ Inspection/ Audit on intimation or request.

26. All the Village Secretariat Functionaries shall accompany the higher authorities concerned during the field inspections.

27. All the Village Secretariat Functionaries shall attend any other work as entrusted by the competent authorities from time to time.

II. Specific Job Chart for the Panchayat Secretary Gr-VI(Digital Assistant):

Job chart of Panchayat Secretary Gr-VI (Digital Assistant) specifically includes all the following functions, in addition to the general functions of Village Secretariat functionaries as listed above.

1. He/She is the Nodal officer for all IT related activities/ digitalization etc., at the Village Secretariat.

2. He/She shall coordinate and work in convergence with all Village Secretariat functionaries

3. He/She shall computerize the household data collected by all the village volunteers in the village secretariat area and sort out the needs/ beneficiaries/ problems sector wise and circulate the same to the Panchayat Secretary, who in turn will inform the concerned function assistant of Village Secretariat.

4. He/She shall act as in-charge of the Front Office, i.e. CSC/ Mee – Seva/Spandana Counters.

   a) The functions of Front Office (FO) includes:
      1. Receipt of applications, Tappals, and cash/cheque/DD
      2. Delivery of service/Documents benefits to the beneficiaries.
      3. Reception cum information counter to the public, etc.

(Contd.5)

b) The Front Office shall function as a people-friendly enquiry counter and single window service delivery point.

c) This system shall be for ensuring delivery of service on the principle of "first cum first serve" without any third-party agency ship.

d) The applications received shall be subjected to preliminary scrutiny with the help of a prescribed checklist by the Digital Assistant.

e) The Digital Assistant shall be personally responsible for receipt of faultless applications with respect to prescribed format, authentication, affixing Court fee stamp, availability of necessary documents, remittance of required application fee etc. to avoid hurdles in service delivery.

f) A bound copy of the Check list on service delivery as approved by Government shall be kept in Front Office and all staff personnel deputed to duty in Front Office shall be well versed with the contents of the check list and it shall be referred on accepting applications in Front Office.

g) The Panchayat Secretary, through Office Order shall entrust staff on duty in the Front Office on a daily rotation /term basis. They shall include Digital Assistant also.

h) The Front Office counter shall be arranged in front of the VS office, approachable to all the public conveniently.

i) The Front Office Staff shall address the citizen in decent manner during the course of interaction and shall be polite and courteous.

j) To ensure effective functioning of Front Office, the in-charge shall be put in Front Office only after giving them training on checklists, communication skills and etiquette on polite behaviour.

k) The Digital Assistant shall provide information to the citizens on enquiry on application formats, how they are filled up, enclosures required, fees to be remitted and office procedures.

5. He/She shall manage and maintain (MIS) the data base of the Village Secretariat and update the information from time to time.

6. He/She shall be the O&M manager for all the Mobile applications, Tabs, Computer systems and internet connectivity in the Village Secretariat.

(Contd.6)

7. He/She shall ensure digital services to the public effectively that are provided mandatorily by the Local Government like Birth & Death, Property Valuation, Tax Demand etc.,

8. Management of data related to the Local Government in all the Panchayat Enterprise Suite (PES) Applications will be the responsibility of the Digital Assistant.

9. He/She shall maintain the online accounts in the softwares like PRIA Soft, PFMS and CFMS under the supervision of the Panchayat Secretary.

10. Upload the approved GPDP in the Plan Plus software.

11. Track the Physical and Financial status of the works taken up from GPDP.

12. In coordination with Panchayat Secretary, Village Surveyor and VRO, he/ she shall capture the details of the movable and immovable properties of the Government.

13. He/She shall maintain the web page of the Local Government under the National Panchayat Portal and shall provide information to the public time to time.

14. Manage routine office activities such as file maintenance disposal of official correspondence matters in a time bound manner etc.

15. He/She shall create awareness to the public on Direct Beneficiary Transfers (DBT) and enable them to make cashless transactions and also on the ease and transparency of digital services

16. Support to the Village Secretariat in their day to day operations.

17. The Digital Assistant shall act as service provider at Village Secretariat, which shall work as a Common Service Center (CSC)/ Mee-seva/Spandana Center and shall manage it effectively.

18. He/ She shall be in-charge of the front office in taking applications/ grievances from volunteers/ public and forward the same to the concerned functional assistant for redressal.

19. The Digital Assistant shall attend any other work as entrusted by the competent authorities from time to time.

(Contd.7)

4. The Commissioner, PR & RD shall take further necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

GOPAL KRISHNA DWIVEDI
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner, PR & RD Department, AP, Tadepalli, Guntur District.
All the District Collectors in the State.
Copy to:
All the Government Departments of AP,
The PS to Minister PR & RD &M&G, AP Secretariat, Velagapudi,
The PS to Secretary to Chief Minister, AP Secretariat, Velagapudi,
The PS to Chief Secretary to Government, AP Secretariat, Velagapudi
The PS to Principal Secretary, PR&RD Department, Secretariat, Velagapudi.
SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER